

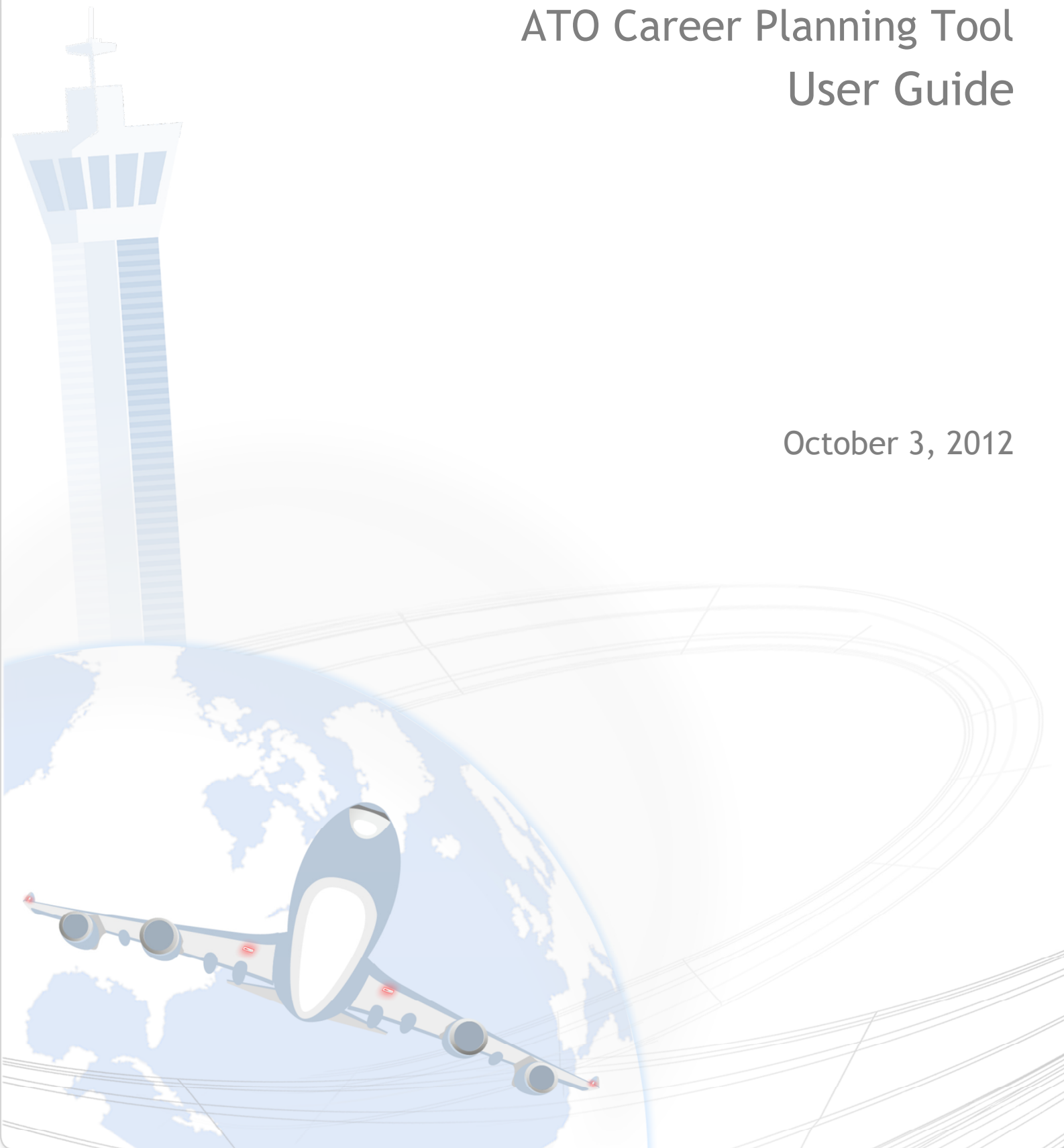


MyFAA

MyATOCareer@FAA
Career Planning Tool

ATO Career Planning Tool User Guide

October 3, 2012





Introduction

FAA's Air Traffic Organization (ATO) is committed to the growth and development of its workforce. The **ATO Career Planning Tool** is the latest effort to foster employee development and educate employees on career opportunities within ATO. The tool organizes and structures career information, and provides employees with resources and guidance to manage their careers.

As an ATO employee, you may use this tool to view typical career paths and the ways in which they interconnect. Using the features of the tool you may explore paths within specific function areas, and build a customized career progression plan that suits your goals, interests, and aspirations. The tool also provides detailed career guidance for each career path. This guidance includes brief summaries of job responsibilities for positions of interest, and the key developmental areas (e.g., knowledge, skills) and beneficial developmental activities (i.e., experiential learning, formal training).

Although large in scope, this tool is not intended to be a one-stop shop. The ATO Career Planning Tool is meant to support key phases within the six-step ATO [Career Development Process](#). The Tool currently supports Explore My Career Options and Build My Career Path. The tool assists with the Create My IDP phase.

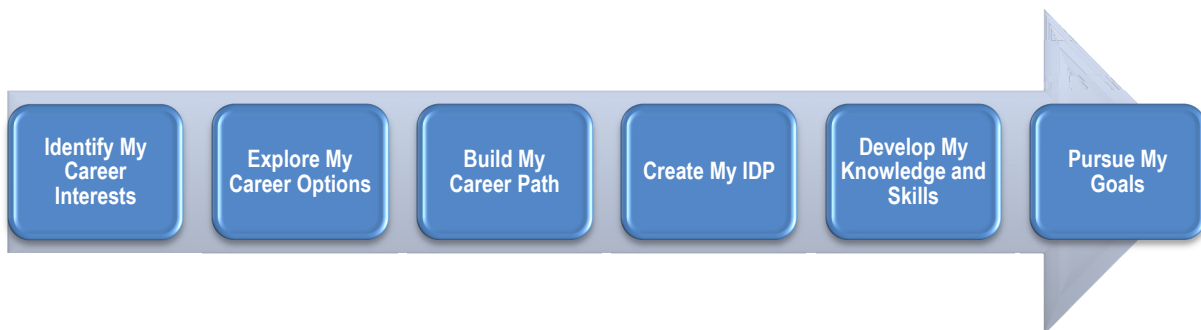


Figure 1: Six-Step Career Development Process

This **User Guide** provides detailed instructions and recommendations on how to use the tool and maximize its value. The Guide is organized into the following sections:

- ➔ Summary of Features and Capabilities
- ➔ See the Big Picture: Career Map
- ➔ Understand Your Options: Career Path Explorer
- ➔ Chart Your Course: Career Path Builder
- ➔ Identify Your Strengths and Developmental Needs: Career Plan Assessment
- ➔ Beyond the ATO Career Planning Tool: Additional Resources
- ➔ Additional Information and Help
- ➔ Contacting the Project Team



Summary of Features and Capabilities

Here is a brief summary of the major features of the ATO Career Planning Tool. More detailed information and instructions follow.

Home	<p>The Home page serves as a launch point for the site. It provides an overview of the application and the intent of the tool. Here you can:</p> <ul style="list-style-type: none">→ View the tutorial video.→ Download, save, and print the User Guide.
Career Map	<p>The Career Map allows you to view the scope of positions and paths captured by the ATO Career Planning Tool.</p> <ul style="list-style-type: none">→ View over 130 diverse career options (more paths are in development)→ Look for cross-functional opportunities→ Download / print the map
Career Path Explorer	<p>The Career Path Explorer divides the overall Career Map into six panels representing different function areas. The Explorer module provides a simplified view of career paths and is intended to help you learn about the range of career options. Here you can:</p> <ul style="list-style-type: none">→ View the potential career opportunities, across the ATO→ Learn about the knowledge and skills you should develop→ View experience and training you should seek→ Download, save, and print career path content.
Career Path Builder	<p>The Career Path Builder is intended to help you define a personalized progression plan.</p> <ul style="list-style-type: none">→ Build a customized career path→ Learn about knowledge and skills you should develop→ Plan the experience and training you should seek→ Download, save, and print career path content for all paths in your personalized progression.



Career Resources	<p>The Career Resources page contains numerous links to helpful information for employees and managers. These resources include:</p> <ul style="list-style-type: none">→ Career and development planning guidance→ Resources that support MyATOCareer@FAA - Career Progression Planning Program→ Resources for managers interested in promoting the development of their employees
Help	<p>This page contains information regarding how the Career Planning Tool was developed, and how information should be used and interpreted. Here you can:</p> <ul style="list-style-type: none">→ Watch Career Planning Tool tutorial→ Read the User Guide→ Review Questions and Answers→ Contact the project team
Feedback	<p>Provides users with methods to offer feedback to project staff.</p> <ul style="list-style-type: none">→ Identify missing or incorrect content→ Help us maintain the currency and accuracy of career path guidance.→ Complete the ATO Career Planning Tool Satisfaction Survey.

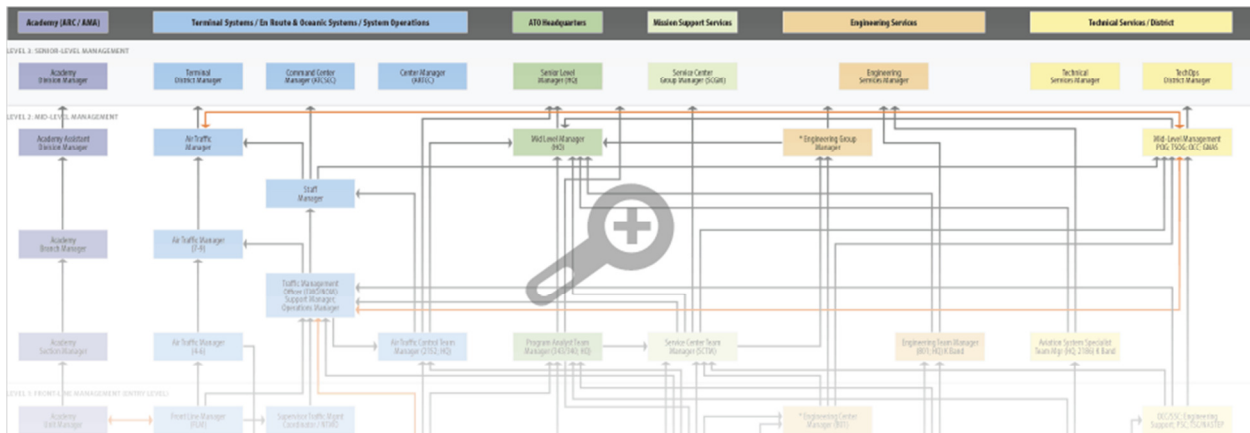


See the Big Picture ↳ ATO Career Map

Accessible via the Career Map tab

The ATO Career Map is a great place to start when using the ATO Career Planning Tool. The map represents all of the positions and all of the paths that are currently included in the tool. Use this resource to see how you may develop within and across function areas and service units.

When you access the Career Map tab, you will be presented with brief instructions and a large thumbnail image of the career map (as shown below). Select the thumbnail to open a PDF version of the map in a new browser tab. From the PDF you may zoom in and out, and use the hand tool to pan across the image. You may also save or print a copy of the PDF for your records.



Please note that paths indicate career progressive transitions, which are not necessarily promotions.

Figure 2: ATO Career Map Thumbnail

When you have finished viewing the overall career map, navigate to the Career Path Explorer or Career Path Builder to learn more about specific career paths that interest you.

Development Tip

Keep in mind that the shortest path of advancement is not always the best. As you advance, career diversity becomes increasingly important. Employees and managers who serve in various functional areas tend to build organizational awareness and knowledge that is of great value. Consider all your options!



Understand Your Career Options

↳ Career Path Explorer

Accessible via the Career Path Explorer tab

The Career Path Explorer is a great way to learn about career paths in a specific function area. This module allows you to focus on paths within and between one or two functional areas (e.g., Air Traffic, Mission Support Services). The content of the Explorer parallels the organization and structure of the overall career map but uses “sliding panels” for each displayed function area.

To get started, select the function area in which you currently work from the panel of function areas.

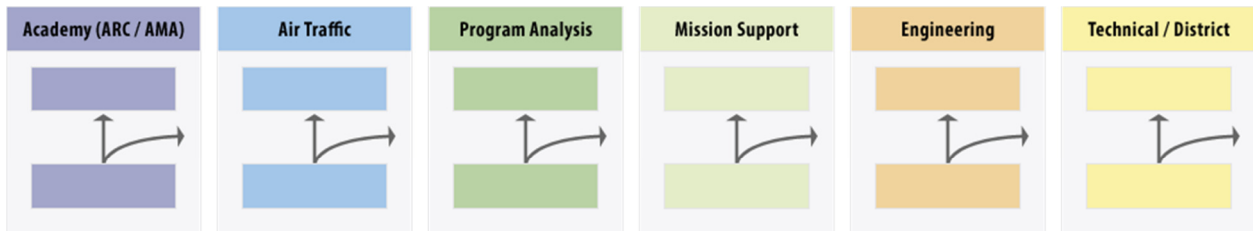


Figure 3: Function Area Selection Panel

The tool will display the panel associated with your selection.

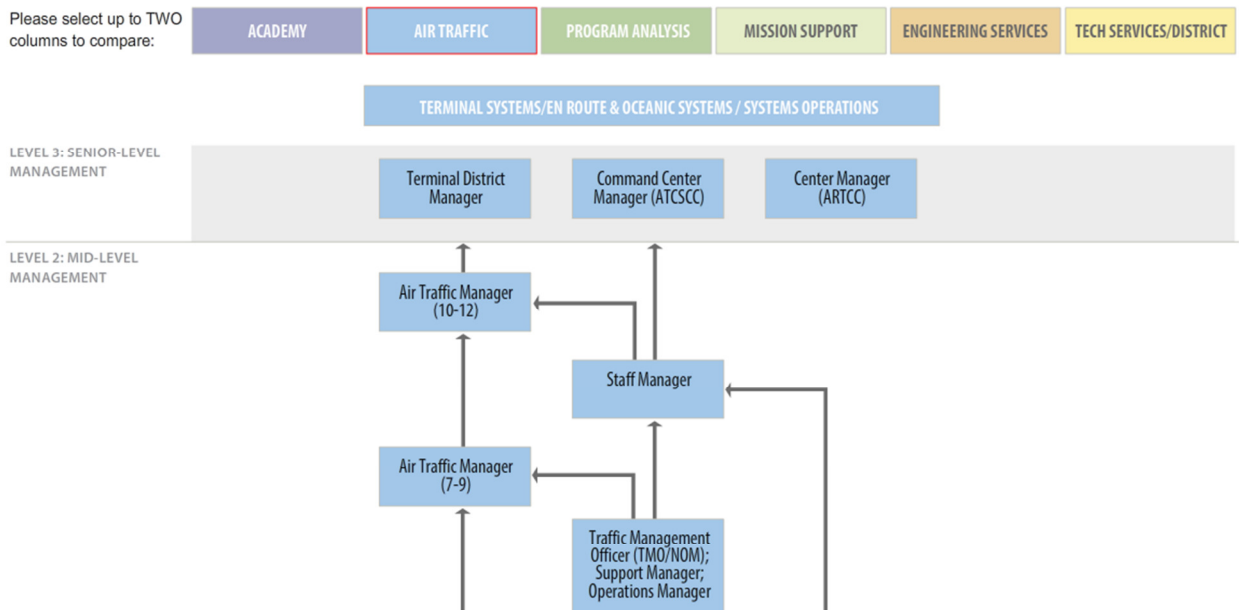




Figure 4: Career Path Explorer (Air Traffic Panel)



Once a function area has been selected, you may interact with various components of the panel:

- Select boxes () to view position summaries; and
- Select arrows () to view the knowledge, skills, experiential learning, and formal training recommended for success in the target career path

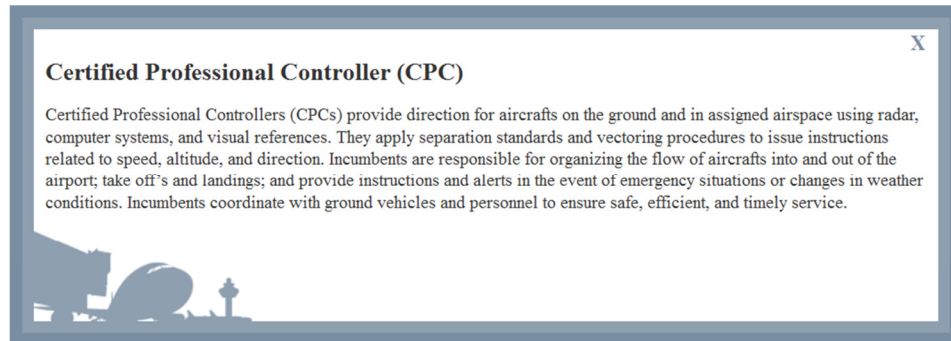
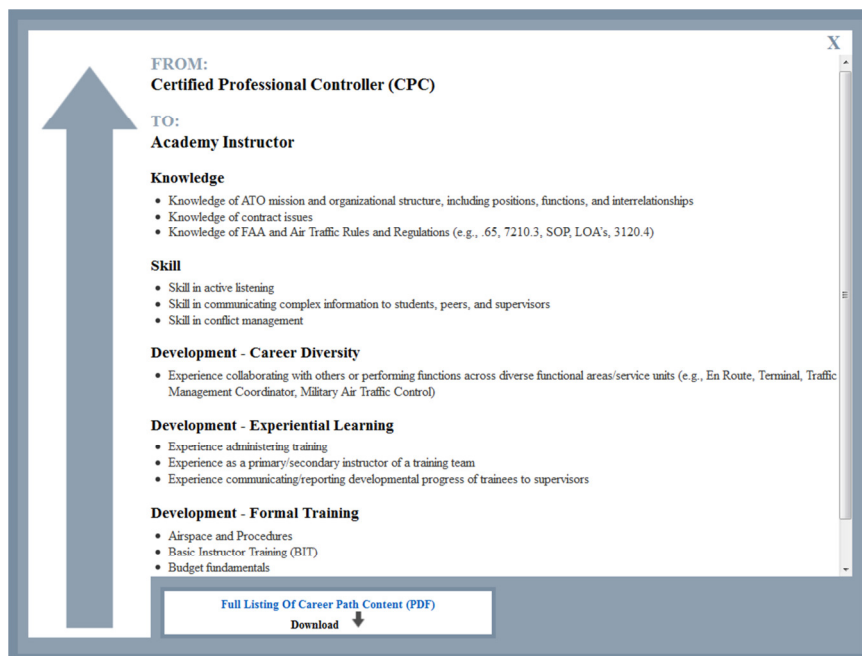


Figure 5: Position Summary (Example)

A position summary is associated with each position on the map. The summary is intended to briefly describe the major duties and responsibilities associated with the position.



Some career paths provide supplemental guidance for prerequisites.

Valuable experiences that may contribute to career diversity are also provided where applicable.

Figure 6: Knowledge areas, skills, experiential learning, and formal training relevant to specific paths (Example)



The career path guidance presents a snapshot of key developmental areas (i.e., knowledge and skills) and beneficial developmental activities (i.e., Experiential Learning, Formal Training). However, from this pop-up screen you may also download a PDF which includes the full listing of development areas and developmental activities. The guidance provided is intended to highlight important areas of development that employees should typically focus on as they prepare for certain career transitions. Completing any or all of the items does not guarantee promotion.

Planning Tip

The full listing of development areas and activities may be used as a starting point for a development plan or formal IDP and for a development conversation with the manager. See the eLMS IDP job aid in the Career Resources tab.



**MyFAA**

MyATOCareer@FAA
Career Planning Tool

Career Path Details

Academy Unit Manager (Academy) to
Front-Line Manager (FLM) (Air Traffic)

Academy Unit Manager (Academy)

(Start Position)

Academy Unit Managers provide first-line supervision and subject matter expertise for the unit. Incumbents are responsible for project planning and management throughout the project life-cycle. Incumbents evaluate instructors' delivery of training, presentation of materials, and instructional techniques, and ensure the adherence to performance standards. They interact with Academy staff to direct, coordinate, schedule, and evaluate work activities; plan, organize, and assign work; and provide guidance and coaching to employees.

Front-Line Manager (FLM) (Air Traffic)

(Destination Position)

Front Line Managers (FLMs) provide direct supervision for air traffic controllers, engineers, technicians, and/or other control room personnel. They plan and assign work, set priorities and work schedules, approve leave, evaluate employee performance, provide career development guidance, and identify training needs and other developmental opportunities. Incumbents interact with employees to resolve conflicts and grievances, and maintain a positive work environment.

Key Areas of Development

Prerequisite

- Eligible and able to meet facility's certification requirements

Knowledge

- Knowledge of Air Traffic Management procedures, practices, and principles
- Knowledge of ATO mission and organizational structure, including positions, functions, and interrelationships
- Knowledge of ATO safety initiatives
- Knowledge of personnel management principles (e.g., schedules, staffing, workload)
- Knowledge of staffing and scheduling
- Knowledge of workplace and personnel policies/regulations (e.g., Model Workplace, EEO, OSHA, selection, conduct and discipline, leave, time and attendance, ethics, Accountability Board, Alternative Dispute Resolution)

Skills

- Skill in applying directives, policies, work assignments, and standards consistently
- Skill in coaching and mentoring
- Skill in conducting root cause analysis and providing recommended solutions
- Skill in conflict management
- Skill in critical thinking
- Skill in interpersonal interaction
- Skill in managing workload and resources
- Skill in motivating and influencing others
- Skill in oral communication
- Skill in performance management
- Skill in supporting and communicating management decisions (e.g., creating buy-in)
- Skill in team building
- Skill in working with diverse groups of contract/FAA employees
- Skill in written communication

Beneficial Developmental Opportunities

The sections below provide guidance with regard to the types of development opportunities that may be beneficial in pursuing this career path.

Note: Employees are not expected to gain experience in every entry listed below. The quality of experience and training may or may not compensate for developmental needs in other areas.

Figure 7: Career Path Details (PDF)



The Career Path Explorer also allows you to view the career paths that cross functional areas. For instance, it can display the career path from Certified Professional Controller (from within the Air Traffic function area) to Academy Instructor (from within the Academy [AMA/ARC] function area).

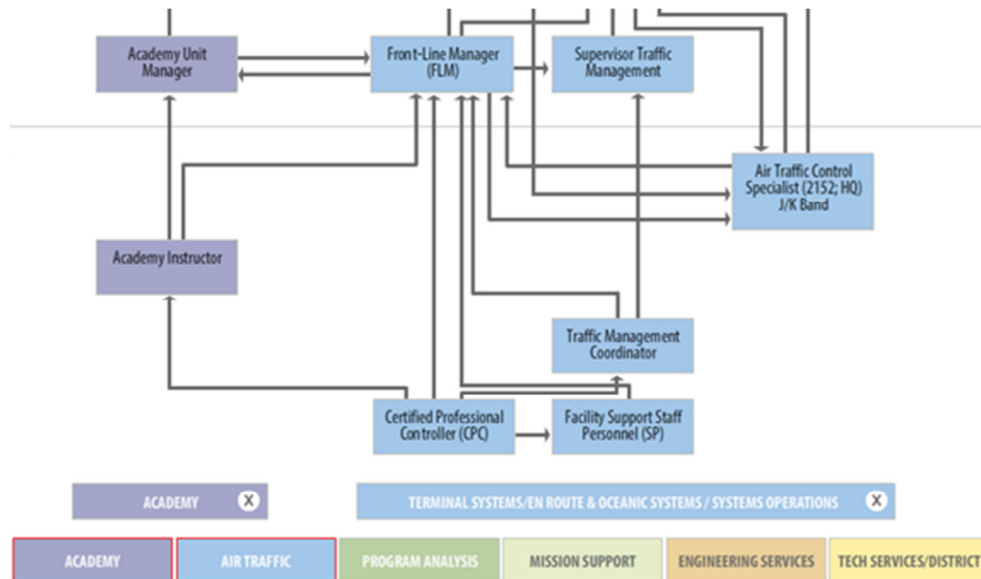


Figure 8: “Crossover” Career Paths (Academy and Air Traffic)

To view the typical career paths that intersect two function areas, simply select the function areas using the menu bar (a red outline will appear around the function areas you have selected).

Note: you may only view two panels at any given time. To cancel your selection, or to close a panel, select the “x” icon at the top or bottom of the progression. Once the panel is closed, you may select a different function area.

Development Tip

Explore! Take advantage of the sliding panels interface to quickly and easily view the paths that span various function areas. There may be opportunities that you haven’t considered. Select the boxes to learn more about these positions.



Development Tip

The Explorer depicts the “typical” career paths within the ATO. The absence of a path does not necessarily mean it is impossible or discouraged. Consider viewing the career guidance that is provided for other paths leading to your desired position and talk to your manager or mentor about how you may best prepare.

Accessible Version

The Career Path Explorer is also available in a 508-compliant, accessible version (Select the “Accessible Version” link beneath the menu bar). This version may be used by users with disabilities or users whose mobile devices do not support Flash.

This version is conceptually similar to the graphics-enabled version. Use the drop-down menu to select a function area and the associated career paths.

The screenshot shows the 'Career Path Explorer' interface. It features two main selection areas. On the left, under 'Select the Function:', a dropdown menu is set to 'Air Traffic'. Below it, under 'Select the position:', a dropdown menu is set to 'Front-Line Manager (FLM)'. A link 'View Position Summary for Front-Line Manager (FLM)' is visible. On the right, under 'Select the Function to explore:', a dropdown menu is set to 'Select a Function'. A 'Reset' button is located at the bottom center. Three red callout boxes with arrows point to the first dropdown, the second dropdown, and the right-hand dropdown menu.

1. Select a function area

2. Select a position

3. Select a function area you wish to explore

Figure 9: Use drop-down menus to select function areas and positions to explore

Once you have selected the positions you wish to explore, you may view position summaries of the origin and destination positions, as well as the career guidance associated with the career path, by selecting on the links provided.

This screenshot shows the 'Career Path Explorer' interface with specific selections. The 'Select the Function:' dropdown is still 'Air Traffic'. The 'Select the position:' dropdown is still 'Front-Line Manager (FLM)'. The 'Select the Function to explore:' dropdown is now 'Mission Support Services'. The 'Select the position to explore:' dropdown is now 'Service Center Specialist (SCSP)'. Two links are visible: 'View Position Summary for Front-Line Manager (FLM)' and 'View Position Summary for Service Center Specialist (SCSP)'. A 'Reset' button is at the bottom center. A red callout box with an arrow points to the 'View Position Summary for Service Center Specialist (SCSP)' link. Another red callout box with an arrow points to the 'View Position Summary' link.

Select the arrow to view career guidance for this path

View Position Summary

Figure 10: View position summaries and career path guidance



Chart your Course

↳ Career Path Builder

Accessible via the Career Path Builder tab

Once you have explored your career options, you may use the Career Path Builder to develop a customized career progression plan to help guide your development. When accessing the Career Path Builder you will have the option to log in using your FAA email address or as a guest.

Users who log in with their FAA email address will be able to save their career progression plans within the system for future reference. In contrast, guest users will need to save their plan on their local workstations via PDF.

To begin, identify your current position by selecting the function area and the position title.

Users who are already authenticated will automatically be logged in. If you wish to log out, select the “log out” button in the menu bar.

Figure 11: Step 1- Identify function area

Figure 12: Step 2- Identify position

Once you have selected a position, a box will appear that displays the position title as well as the career paths related to that position.

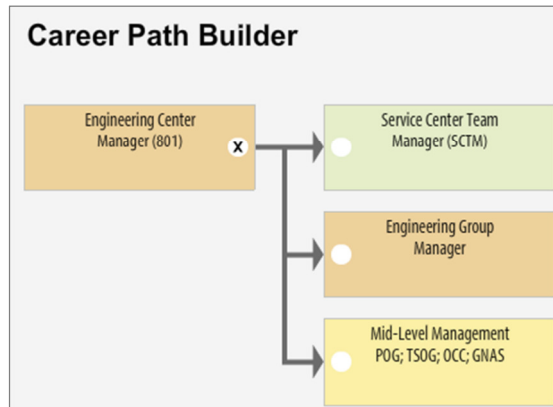


Figure 13: Build your customized progression plan

From this interface you may:

- ➔ Select boxes () to view position summaries.
- ➔ Select arrows () to view the knowledge, skills, experience, and training that support the selected career path.

Next, you may build out your customized career progression plan by selecting the position you are interested in (select () the white circle to add it to your progression). These steps may be repeated two additional times to build your career path with a series of positions.

In this example, the user selected a progression from Engineering Center Manager to Engineering Group Manager, followed by a transition to a Mid-level Program Management role at headquarters, and completed the progression with a career path to a Senior-level Manager position. Each box retains the color associated with its function area to help illustrate cross-functional paths.

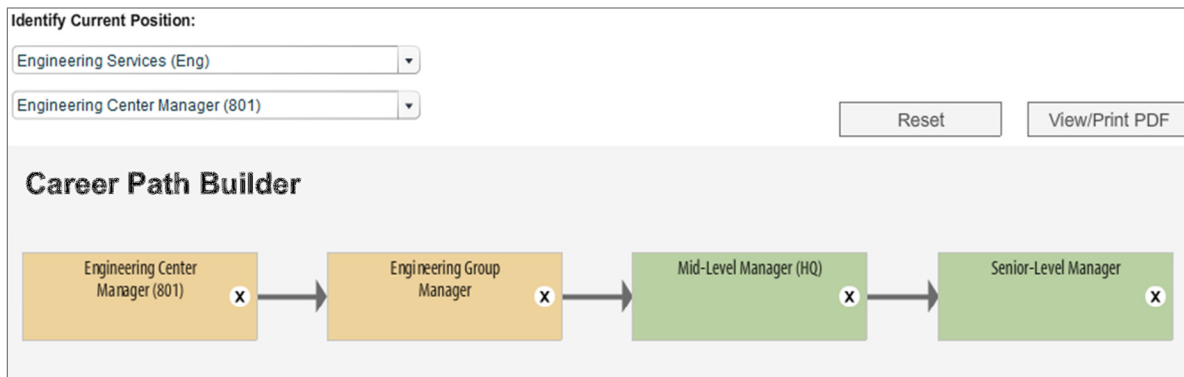


Figure 14: Completed Career Progression Plan

Once you have finished selecting the positions you wish to pursue, you may select the “View/Print PDF” button to generate your customized career progression plan. This will include an image of the career progression you have selected, as well as career guidance for each career path (i.e., position summaries, development areas, and development activities).

You may make changes to the career progression plan at any

The career guidance supplied by the site may change over time. The PDFs you save to your local workstation may not contain the most current information. To obtain the current guidance, return to the site and download a new PDF.



time. Simply select the “x” (X) on any box; doing so will remove that box and all subsequent positions. You may also start over completely by selecting the “reset” button.

If you are logged into the site, your progression plan will be saved to the system and will be reloaded when you return to the page (you will be given the option to load your previous plan or to start over). However, all users will be able to store this customized information by saving it as a PDF.

Development Tip

Discuss your career goals with your supervisor or mentor. One recommended strategy would be to use the Career Path Explorer to learn about your career options, and use the Career Path Builder to document a progression plan. Use that plan to start a discussion about your career goals (your supervisor will be better prepared to help you if you have a clearer idea of what you want). Following the discussion you may revise your career progression plan and begin preparing.

Accessible Version

The Career Path Builder is also available in a 508-compliant, accessible version (select the “Accessible Version” link beneath the menu bar). This version may be used by individuals with disabilities or those whose mobile devices do not support Flash.

This version is conceptually similar to the graphics-enabled version; however, instead of using a graphical interface, use the drop-down menus to select a function area and associated position titles.

The Career Path Builder is also available in a 508-compliant, accessible version (select the “Accessible Version” link beneath the menu bar). This version may be used by individuals with disabilities or those whose mobile devices do not support Flash.

This version is conceptually similar to the graphics-enabled version; however, instead of using a graphical interface, use the drop-down menus to select a function area and associated position titles.

Select the Function:
Academy

Select your position:
Academy Unit Manager

Remove Last Position

Career Path Builder

Current Position is: Academy Unit Manager

[View Position Summary for Academy Unit Manager](#)

Position 2:
Select a Position

Figure 15: Career Path Builder (Accessible Version)



Once your initial selection has been made, you will be able to view the position summary associated with the first position by selecting the hyperlink provided.

As you add positions to the progression, the career guidance associated with each path will be accessible via the hyperlinks provided.

Career Path Builder

Current Position is: Academy Unit Manager

[View Position Summary for Academy Unit Manager](#)

Position 2:
Front-Line Manager (FLM) ▼

Selected Position 2 is: Front-Line Manager (FLM)

[View Position Summary for Front-Line Manager \(FLM\)](#)

[View Knowledge, Skills, Education, and Training Information for Academy Unit Manager \(ARC\) to Front-Line Manager \(FLM\) \(AT\)](#)

Position 3:
Support Manager (SM) ▼

Selected Position 3 is: Support Manager (SM)

[View Position Summary for Support Manager \(SM\)](#)

[View Knowledge, Skills, Education, and Training Information for Front-Line Manager \(FLM\) \(AT\) to Support Manager \(SM\) \(AT\)](#)

Position 4:
Staff Manager ▼

Selected Position 4 is: Staff Manager

[View Position Summary for Staff Manager](#)

[View Knowledge, Skills, Education, and Training Information for Support Manager \(SM\) \(AT\) to Staff Manager \(AT\)](#)

[Reset](#)

Annotations:

- View Position Summary** (points to the link for Front-Line Manager (FLM))
- View Career Guidance** (points to the link for Academy Unit Manager (ARC) to Front-Line Manager (FLM) (AT))

Figure 16: Completed Career Progression

Similar to the graphics-enabled version, you may easily remove positions using the “Remove last position” button, or by selecting a different position from the drop-down menu. You may start over completely by selecting “Reset.”



Beyond the ATO Career Planning Tool ↳ Career Resources

Accessible via the Career Resources tab

The ATO Career Planning Tool also provides resources to support your development efforts. The resources offered fall into three categories: 1) supplemental resources directly related to the ATO Career Planning Tool, 2) FAA and ATO career resources that are external to the website, and 3) Managerial resources to assist managers in providing career development support.

Career Path Resources

Supplemental resources include commonly used acronyms and a listing of all positions identified in the career map.

Development Resources (Career/Leadership/Learning Opportunities)

These resources include career planning and development resources, links to training and development sources, and webinars.

Managers and Mentors Resources

Managerial resources include guides to helping employees identify and pursue career goals and plan and implement their development. There is also a listing of training coordinators.

As the site expands, additional resources will be provided.




Additional Information and Help

*Accessible via the **Help** tab*

The Help page contains a list of Questions and Answers, a video tutorial explaining how to use the site, and contact information for the project team.

Contact Information
Career Progression Planning Office
MyATOCareer@FAA.gov
(202) 385-5800

View/Download the MyATOCareer@FAA User Guide
**ATO Career Planning Tool
USER GUIDE**

Questions and Answers

- * How may I use this tool to help plan my career?
- * If I utilize the ATO Career Planning Tool, what's in it for me?
- * How were these career paths developed? Who created the ATO Career Planning Tool and why?
- * How will development of specified knowledge and skills impact hiring and promotion decisions?
- * The path I am interested in does not appear on the career map. Why?
- * How should I use the information provided by this tool?
- * Are there plans to develop career paths among other positions?

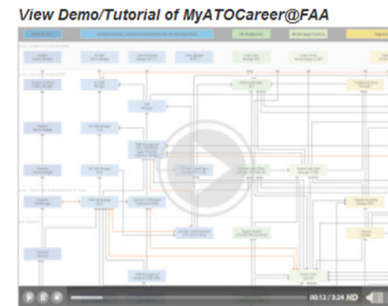


Figure 17: Help Page

Questions and Answers

The ATO Career Planning Tool contains a list of questions and answers which is intended to help employees learn more about how the content for this tool was developed and how employees should use and interpret the information provided. This is a good starting point if you have questions. You are encouraged to contact the project staff if you have questions that are not addressed within the tool.

Tutorial Video

The tutorial video provides an overview of the ATO Career Planning Tool, as well as guidance related to specific features. The video allows you to see the tool in action and the procedures associated with each activity.

Technical Issues and Troubleshooting

The ATO Career Planning Tool is designed to meet FAA system requirements. The application may not load on non-FAA workstations unless compatible software is installed. The tool is designed for Internet Explorer 8.0 (or above) and must have Adobe Flash Player 9.0 (or above) installed. If you experience technical issues with the application, please contact the project team at MyATOCareer@FAA.gov.



Contacting the Project Team

*Accessible via the **Feedback** tab*

Satisfaction Survey

The MyATOCareer@FAA project team wants to hear from you. Like the tool? Don't like the tool? Let us know. It is the intent of the team to maintain and update the tool over time, to streamline features, and to expand the functionality of the tool. User feedback, both positive and negative, will create a strong basis from which to make these improvements.

We ask that tool users complete the ATO Career Planning Tool Satisfaction Survey located on the Feedback page. The survey solicits your perceptions of the site (e.g., accessibility, organization, usefulness, ease of use) and allows you to provide comments on many aspects of the tool.

Missing or Inaccurate Content

Your input will also help us maintain the currency and accuracy of career path guidance and is highly appreciated. If you identify missing content or inaccuracies in the current guidance, please use the Feedback Form to describe your concern. Feedback will be periodically reviewed and addressed.

The screenshot shows a web form titled "Feedback Form". It contains several sections: "Nature of Feedback:" with three radio buttons (selected: Missing Content, unselected: Inaccurate Content, unselected: Other); "Function (optional):" with a dropdown menu showing "Select a Function"; "Position (optional):" with a dropdown menu showing "Select a Position"; a separator "-- OR --"; "Career Path (optional):" with a dropdown menu showing "Select a Career Path"; "Comments:" with a large text area; and "May we contact you to clarify or address your comments:" with two radio buttons (selected: No, unselected: Yes) and a text field for an email address if "Yes" is selected. At the bottom are two buttons: "Submit Feedback" and "Clear Form".

Figure 18: Feedback Form